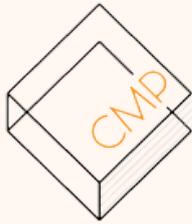


# CUS Commerce Mentorship Program

*Academic Portfolio*



# #1 resource for Sauder academic success

2021-22 Executive Hiring

- **First Year Representative**
- **VP Internal**



commerce  
undergraduate  
society



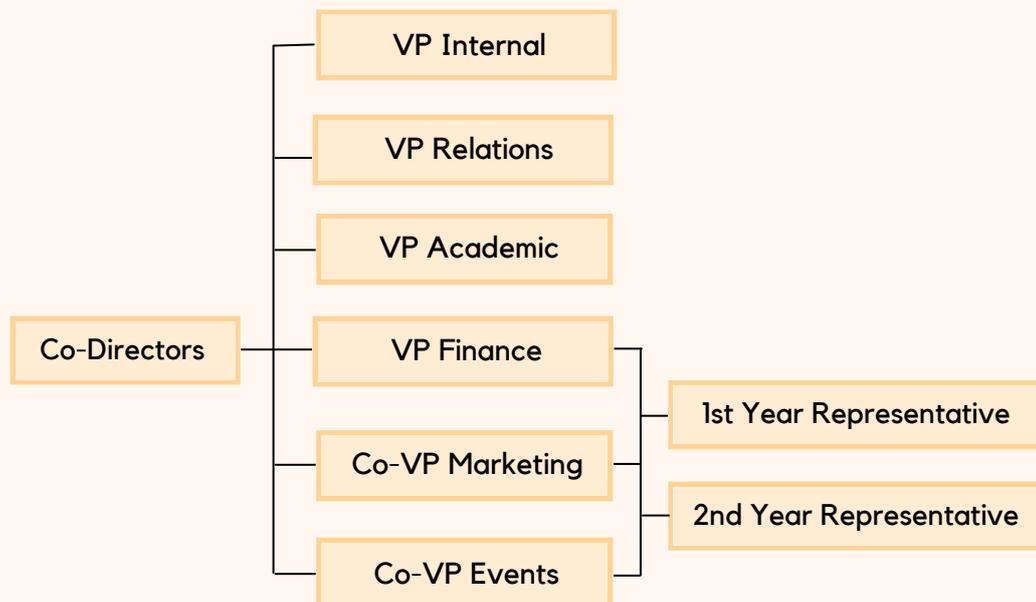
# About CMP

We are a Commerce Undergraduate Society (CUS) Service that provides free, customized exam-preparation review sessions designed to help students excel in their midterms and finals. We hire successful senior students and work closely with professors and TA to ensure relevant and comprehensive study materials to prepare for exams.

CMP also hosts 2 events during the year, from opportunities for career development to socials that help relieve academic stress, the goal is to enhance student life. The details of the events are determined by the executive team.

Are you a driven individual with a passion to elevate the Sauder community? Do you want to join a team of like-minded leader and gain transferable for your professional development? If that sounds like you, please introduce yourself and apply!

## CMP Structure



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# First Year Representative

*The First Year Representative will be responsible for promoting CMP services among first year students and collaborating with the VP Marketing/Events and Second Year Rep in several tasks.*

**Time commitment:** 6-7 hours/week

**Term of employment:** September 2021 - April 2022

## Main Responsibilities:

- Represent CMP, especially among their graduating class
- Work with VP Marketing to assess the marketing strategy of CMP and create marketing materials as necessary
- Aid in the event execution cycle to ensure a high quality of events
- Collaborate with Second Year Rep to maintain CMP website and Resource Centre (an online centre for all CMP review packages etc.)
- Work with VP Relations to gather information on First Year courses.
- Administrate social media outlets (Facebook etc.) to ensure timely responses and complaint resolution while finding creative solutions to increase engagement.

## Qualifications:

- Outstanding team work and communication skills
- Impeccable time management skills
- Strong attention to details
- An adaptable attitude to fulfill a variety of tasks as needed
- Experience in Canva and/or Wordpress is an asset

## Learning Outcomes:

The First Year Executive can expect to fully develop skills in brand management (through administering various marketing streams) and event planning/execution.

# VP Internal

*CMP VP Internal is responsible for completing administrative tasks, ensuring all executive deadlines are met, and that CMP practices align with CUS guidelines*

**Time commitment:** 5-6 hours/week

**Term of employment:** April 2021 - April 2022

## Main Responsibilities:

- Attend all meetings and record meeting minutes for each session
- Responsible for the logistics of review sessions and CMP events (includes room booking and zoom booking responsibility)
- Liaise with the CUS and ensure that CMP practices follow CUS guidelines
- Respond to messages and online inquiries made to CMP
- Assist in ensuring executive deadlines are met
- Work alongside VP Academic with the hiring of academic consultants

## Qualifications:

- Excellent communication skills
- Strong work ethic and attention to detail
- Proactive and takes initiative
- Strong organization, time management, and teamwork skills

## Learning Outcomes:

VP Internal for CMP should expect to fully develop skills in organizational management, bookkeeping, time management and communication. The incumbent will have the opportunity to enhance their ability to work in a professional environment.

# Application Details

## *What to include:*

- **Cover letter** stating your interest and why you'd be awesome for the role
- **1-page resume** with your most relevant experiences

Please email a single PDF file addressed to CMP Co-directors, Adelia Vu and Maddie Chee, at [cmp@cus.ca](mailto:cmp@cus.ca)

Use the naming convention: "POSITION\_LastName\_FirstName"

*Deadline: September 20th 11:59 PM PST*

Feel free to contact [adelia.vu@cus.ca](mailto:adelia.vu@cus.ca) or [maddie.chee@cus.ca](mailto:maddie.chee@cus.ca) if you have any questions!

Best of luck!

*Adelia & Maddie, CMP Co-Directors*